USAF Declass/Release Instructions On File
Approved For Release 2001/08/27 : CIA-RDP33-02415A000600070039-5

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[redacted]

STANDARD OPERATING PROCEDURE
NUMBER 45-3067-23

29 January 1965

OFFICE MACHINE REPAIR

1. PURPOSE: To establish a procedure for the repair and periodic maintenance of business and office type machines.

2. SCOPE: This SOP is applicable to Base Supply and all supply accounts.

3. PROCEDURE:

a. Supply account custodians will be responsible for insuring that office machines are turned-in for periodic maintenance.

b. Supply accounts will deliver all machines requiring either periodic maintenance or repair to the Base Equipment Management Office (BEMO) located in building 126, except those machines classed as "mission essential" or large and installed machines.

c. All machines other than typewriters, adding machines, and calculators will be properly packed by the custodian prior to delivery to BEMO. Typewriters, adding machines, and calculators may be turned-in without being packed since boxes for these machines are available in BEMO.

d. All machines requiring fluid for operation will be drained prior to packing.

e. All machines being turned-in for repair or periodic maintenance will be accompanied by a written resume of items known to need repair. This resume will be attached to the machine.

f. BEMO will:

(1) Receive machines from supply accounts and prepare 2 copies of custodian receipt, AF Form 1297.

(2) One copy of this receipt will be signed by BEMO personnel and given to the supply account custodian and the other copy will be filed in the respective custodian account file.

(3) The custodian receipt will bear the machine serial number, supply account code number, and BEMO signature.

(4) Prepare RE 990e Form (REMCo Buck Slip) in four copies.

OPR: DCMS

DISTRIBUTION: A, B, C

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(5) Assign a BEMO control number and inset on the top right corner of the RE 390a form.

(6) Handcarry RE 390a form to Base Civil Engineering office for processing.

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(7) Obtain a signature from supervisor of [redacted] shuttle run on BEMO suspense copy of buck slip when the shuttle run picks-up the machine.

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(8) Upon return of the machines from [redacted] BEMO will acknowledge receipt on the RE 109 form, Delivery Slip.

(9) BEMO will notify supply account custodian that machine is ready for pickup.

(10) The signed copy of AF Form 1297 in the possession of the supply account custodian will be returned to BEMO, serial numbers compared and signed copy destroyed by BEMO. The copy of the AF Form 1297 which was filed in the supply account custodians file will also be destroyed by BEMO.

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[redacted]

Deputy Commander for Material

APPROVED:

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Commander

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